

Statistics
Rec mgt 9-3-1

An average drawer of administrative correspondence contains 75 folders or 300 for a 4 drawer safe

| | <u>1</u> | <u>300</u> |
|-------------------------------|----------|------------|
| Standard Folders no fasteners | .025" | 7.5" |
| Standard Folder 1 fastener | .055 | 16.5" |
| Pressboard folder no fastener | .085 | 25.5" |
| " " 1 fastener | .180 | 54.0" |
| " " 2 fastener | .275 | 82.5" |

Using standard folders with no fasteners, an average of 300 folders of correspondence records can be put in one 4 dr. cabinet

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|----|--|------------------|
| a. | Using a similar folder with a fastener | 1 cab. / 1/3 dr. |
| b. | Using pressboard folders | 1 cab. / 3/4 dr. |
| c. | " " " with one fastener | 1 cab. / 2 dr. |
| d. | " " " with two " | 1 cab. / 3 dr. |

6 drs of material held with pressboard folders and one fastener can be put in 4 dr. with standard ~~XXXXX~~ folder and no fasteners.